

CONFIDENTIAL

U/ FBIS CHICAGO

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Comments on Budget Planning, Instructions

FROM

Director, Foreign Broadcast
Information Service
Room 1013 Key Building

EXTENSION

NO.

FBIS-0348/85

25X1

DATE

23 August 1985

25X1

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Chief, Planning and
Resources Staff, DDS&T
Room 6E45 - Headquarters

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

CONFIDENTIAL

CONFIDENTIAL

FBIS-0348/85
23 August 1985

MEMORANDUM FOR: Chief, Planning and Resources Staff, DDS&T

FROM:


Director, Foreign Broadcast Information Service

25X1

SUBJECT: Comments on Budget Planning, Instructions

REFERENCE: Your Memo, dtd 16 July 1985, Same Subject

1. We believe that the 1988 planning and budget process would be more efficient and the final submissions less likely to contain errors if Directorate-level decisionmaking on such issues as targets and "hit figures" were made in a timely manner and conveyed to office budget officers well before the submission due date. The frequent correction of earlier guidance results in wasted labor and in effect compresses the submission preparation period to a dangerously short period. Errors proliferate as change instructions are not uniformly issued or understood.

2. For the benefit of new and ever-rotating planning and budget officers, we also suggest that a completed mock budget submission be included with each instruction book in lieu of the blank forms now provided. Various schedule items and totals could be cross-referenced to one another to highlight their relationship and to show how a change to one item affects another.

3. We would also find it useful to have the instruction book on the VM system.



25X1

Attachment:
Referenced Memo

All portions CONFIDENTIAL



25X1

CONFIDENTIAL

SECRET

DDS&T 621-85
16 July 1985

MEMORANDUM FOR: Director of Development and Engineering
Director of Research and Development
Director of SIGINT Operations
Director of Technical Service
Director, Foreign Broadcast Information Service✓
Director, National Photographic Interpretation
Center

FROM:

[Redacted]
Chief, Planning and Resources Staff, DDS&T

25X1

SUBJECT: Request for Comments and Suggestions in
Preparation for the 1988 Planning Cycle and
the DS&T Annual Reviews

1. The purpose of this memo is to request your comments and suggestions on three topics: (1) the 1988 planning and budget process, (2) the 1988 Program Call Instructions, and (3) the Agency's statement of Portfolio/Business Areas (attached).

2. As you know, the 1987 planning and budget process was modified last year by the new requirement, early in the cycle, for one-page descriptions of proposed new initiatives. This modification simplified the budget process and reduced the amount of paperwork. There may well be other creative ideas for improving the process within the CPB framework. Please provide any suggestions for improving the process to me by 23 August 1985.

3. The Comptroller's staff will begin preparation of the 1988 Program Call Instructions in August. Please provide any suggestions or comments for improving the instruction book to me, also by 23 August 1985. Particular emphasis should be placed on areas in the instructions that were not clear last year and on ideas which will improve the usefulness of the instructions.

4. The Business Portfolio Area structure will be included as an integral part of the Agency's 1988 planning, programming

All portions SECRET

[Redacted]
25X1

SECRET

SECRET

16 July 1985

SUBJECT: Request for Comments and Suggestions in
Preparation for the 1988 Planning Cycle and
the DS&T Annual Review

and budgeting system. In addition, this year's DS&T Annual Review will require exhibits which provide crosswalks between the Agency's Business Portfolio/Areas and those of the DS&T and the Office level. In order to make those exercises meaningful, we will need to resolve the discrepancies between the Agency, Directorate, and Office level areas. Your office referent will be working with your senior planning officer to ensure that all activities are properly included. We need to complete this task by 26 July 1985. *done.*

25X1

Attachment:
As stated

- 2 -
SECRET